

NORTH DAVIS SEWER DISTRICT
Minutes of Board Meeting held March 14, 2024

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, March 14, 2024. Meeting was called to order at 6:00 p.m.

MEMBERS PRESENT: Joe Paul, Chairman; Dave Maughan, Vice Chairman; Brian Vincent, Treasurer; Joy Petro; Lance Hamblin; Dane Searle; David Hatch, District Manager; Angela Lupcho, Clerk. Howard Madsen and Karece Thompson were not present and were excused.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Tyler Barfuss, Collections Superintendent; Jason Stansfield, Network Administrator; Tyler Weaver, Lab Director; BJ Riggins, C&L Water Solutions; Casey Helget, C&L Water Solutions; Troy Green, Froerer; Rodney Shields, NDSO Chemist/Microbiologist. District employees Abbey Murnahan, Brian Lamar, and Kerry Lee attended remotely via Zoom.

DECLARATION OF CONFLICTS OF INTEREST

- Chairman Paul asked whether any board members had any potential conflicts of interest on any of the agenda items. No conflicts were disclosed.

MINUTES OF THE MEETING HELD FEBRUARY 8, 2024

- Minutes of the meeting held February 8, 2024 were approved on motion by Mayor Vincent and seconded by Mayor Petro. All were in favor.

PUBLIC COMMENTS

- Chairman Paul asked whether any member of the public would like to make comment. No public comment was made.

SERVICE AWARDS – RODNEY SHIELDS AND ABBEY MURNAHAN

- Rodney Shields was recognized for 15 years of service to the District and was presented with a pin, check, and certificate.
- Abbey Murnahan was unable to attend in person but was online. She was recognized for 5 years of service to the District and was presented with a pin, check, and a certificate.

DISCUSSION AND DIRECTION ON DISTRICT OWNED PROPERTIES

Mr. Troy Green –

- A review of the rent roll was presented for District properties was presented. Future repairs and maintenance for each property was discussed along with potential liability for debilitated properties. It was requested that inspections were performed on the properties and that photos and details be presented to the Board at a future meeting. The farmland contracts were discussed with an 8% increase planned for the next renewal in October 2024. Mayor Maughan voiced his concern about tenants keeping up on the rented property and not removing junk.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION AND PUMP STATION

Mr. David Hatch –

- **Pipeline Project:**
The contractor is currently working on forming the lid of the outfall structure. The Great Salt Lake water level is up and is near the outfall discharge location. The District may not need to trench with the hope that the water will cut itself. The discharge must reach open water to comply with our permit.



- **Pump Station Project:**
Insulation/veneer placement is at approximately 70% completion. Interior utility work is ongoing including HVAC, electrical and painting. Construction is on schedule.
- **Hill Field Road Project:**
The contractor is currently setting up bypass piping across Gordon Avenue. Manholes are being installed. Negotiations with Layton City allowed the work to move from night to day which will allow them to move faster. The Langdon Group has been working on public involvement. There is another year on this project. The work will continue down to Antelope to increase capacity.

CONSIDERATION OF APPROVAL OF CMGC 2024 WO1 LINING

Mr. BJ Riggins, C&L Water Solutions –

- Mr. Riggins gave updates on Work Order 3 before continuing with the proposal for WO1.
- **Work Order 3:** Work continues on punch list and surface items. This work order was completed under budget.
- The proposal for 2024 Work Order #1 was presented with three bids for different types of liner, Saertex, Omega, and Impreg. The District has experience with the Impreg liner and none with Omega. It was recommended to proceed with the 38" x 60" Impreg liner for this project for the proposal with an additional cost of \$15,762.20 or 0.3% of the entire project cost due to experience with the product and the method of manufacturing Impreg will better conform to the elliptical pipe over Saertex.. This project also includes approximately 5700 ft of 48" Saertex lining and rehabilitation of 14 manholes including the barrel sections.
- Moved by Mayor Petro to approve CMGC 2024 Work Order 1 – CIPP and MH Rehab. It was seconded by Mayor Maughan and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Dave Maughan – yes; Brian Vincent – yes; Lance Hamblin – yes; Dane Searle – yes. Voting was unanimous.

APPROVE ENGAGEMENT LETTER FOR ATTORNEY SERVICES

Mr. David Hatch -

- The selection committee, comprised of David Hatch, Angela Lupcho, Joe Paul, and Howard Madsen, met in early March to discuss and review the RFQ proposals for a new District attorney. The committee selected Smith Hartvigsen as their recommended attorney for the District. There was a potential conflict with another client of the firm, Great Salt Lake Trust. Mr. Hatch reached out to them and they expressed that locally they are more concerned about water reuse. Based on the District not pursuing water reuse, it was determined there was no conflict of interest for Smith Hartvigsen. The District would be represented by a designated lead and deputy counsel. Mr. Hatch would like to invite the members of the selection committee to meet with the four partners and determine who they would select as the lead counsel.
- Moved by Mr. Hamblin to approve the engagement letter with Smith Hartvigsen and seconded by Mayor Maughan. All were in favor.

CONSIDERATION OF APPROVAL OF ADMINISTRATIVE SERVICES DIRECTOR POSITION

Mr. David Hatch -

- Mr. Hatch proposed the creation of the Administrative Services Director position which would oversee Finance, Human Resources, and Purchasing for the District. The warehouse and administrative assistant would be reorganized under the management of the new position. There was discussion about the proper title and whether Director is the correct title. Mr. Hatch expressed his wish to promote Ms. Lupcho to this position giving her more responsibility and bringing purchasing into a District position rather than under the Plant. The Board expressed their approval of the creation of the position.



- A motion was made by Mayor Vincent to approve the Administrative Services Director position and was seconded by Mr. Searle. After discussion about needing to see an organization chart and the wage change proposal before approval, the motion was withdrawn by Mayor Vincent.
- It was moved by Mayor Maughan to table the item pending the presentation of the wage scale and organization chart at the next board meeting. It was seconded by Mr. Searle and all were in favor.

MANAGER'S REVIEW

Mr. David Hatch –

- CMGC Slip line update: The slip lining on 3000 West for the 72" Hobas pipe begins next week.
- The auditor selection committee met and reviewed three proposals. Two were considered responsive and were reviewed. The other was a late submission. After reviewing the proposals, the committee reached out to the highest ranked firm to see if their fee was negotiable. It was not and the proposed fees did not meet our budget. Based on that information, the committee decided to continue with our current auditors, Christensen, Palmer and Ambrose, due to the efficiencies they bring to the District and their institutional knowledge. A new partner will take over the audit which will give a different perspective on the audit and follow the GFOA best practices recommendations encouraging independence from the District.
- The District's revenue bond successfully closed on February 27th. Over \$40 million worth of orders were received for our \$18 million bond, which shows the high demand for our AA+ and AAA rated bonds. We are one of the few districts that have those ratings. We evaluated a private placement with a true interest rate of 4.55% in December and chose to pursue the open market which resulted in a true interest cost of 3.50%. A \$2.5 million premium was generated from the sale.
- The District's EMR for 2023 is 1.63 which is trending down from a peak of 1.75. Anything under 1 is considered good. A large claim a few years ago affected our EMR. Prior to 2020, our EMR was 0.6. 2023 had two reportable injuries which is less than the industry average of 5.4. The most common incident is strains and sprains. Mr. Hatch and Mr. Bradway, the District's Safety Specialist, will be presenting on safety at the Spring Risk Conference on March 28th.
- Drawings are anticipated to be received for the boardroom expansion next week. The drawings will be used for an RFP to receive proposals.
- WEAU is scheduled for April 24th to 26th. The District is requesting board members decide whether they will be attending in time for the March board meeting. Mr. Paul, Mayor Petro and Mr. Searle committed to attend. Mayor Maughan also indicated that he is planning to attend.
- The District's Lagoon employee appreciation day is scheduled for June 22 and board members are invited to attend.

BOARD CHAIR'S REVIEW

- Chairman Paul expressed appreciation for all the efforts that go into keeping the plant running. Mr. Hatch was recognized for always looking for ways to improve processes and engaging with employees for feedback.
- Mayor Petro reminded board members about the appreciation dinner the District would like to plan for prior board members, Anna Stanton and Kent Bush, whose tenure on the Board ended in December.



ADJOURNED

Moved by Mayor Maughan and seconded by Mayor Petro to adjourn at 7:18 p.m. All were in favor.

Approved Angela Psycho 4/11/2024
Clerk of Board Date

